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# Grantor Registration User Guide

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# **Document Control**

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N/A	1.2	October 9, 2010	E. Calimag	Initial Draft
12.3.0	2.0	July 30, 2013	N. Foreman	Updated to include 12.3.0 enhancements
14.1	1.0	April 23, 2015	C. Thomas	Updated style & formatting of user guide Updated content based on Release 14.1

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### **Introduction**

Grants.gov is designed to enable grantors to create funding opportunities and for organizations to find and apply for federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Internet to streamline your grant acquisition process.

This user guide helps grantors register with Grants.gov. After registering, refer to the Grantors tab in Grants.gov for more information and resources.

### **Global Banner and Footer**

The Global Banner and Footer are displayed on every screen of the Grants.gov website. The Global Banner contains the Grants.gov logo, common links that will change whether the user is logged in or out of the system, a navigation menu, and a Global Search box to look up Grant Funding Opportunities and site content information by keyword.

The following figure displays the Global Banner links and menu from a public view or when a user is not logged in.



The following figure displays the Global Banner link and menu when an Individual Applicant, Organization Applicant, or Grantor is logged in. The common links at the top of the Global Banner change to include Change Password and Manage Profile links.



The Grants.gov Footer provides links to RSS Feeds, XML Extract, and external Grant-related sites –the Grants.gov blog, Twitter page, and a link to Adobe Reader. The blog, Adobe Reader and Twitter links direct you away from Grants.gov and open these sites in a separate browser window. Grants.gov will remain available in its current browser session. The footer also provides the Grants.gov phone number and IT Support email.



# **Grantor Registration**

The Grantor must register in order to perform Grant-making functions. To register, click on the **Register** link in the upper-right side of the Grants.gov Global Banner.

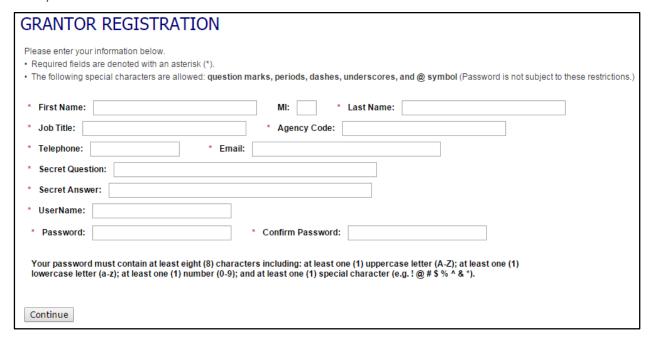
**Note**: Please remember that the system will prevent you from continuing the registration process if a session is already active for your browser.



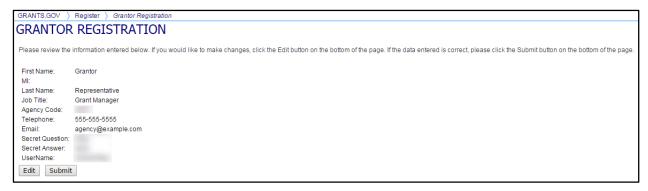
The Register link directs the user to **Register** screen; select the **Register as a Grantor Agency** button.



The user is directed to the **Grantor Registration** screen. Complete the required fields including the Agency Code. This can be obtained from your Agency's Point of Contact (POC) located under the Grantor Resources link. Please note that password requirements have recently been enhanced. When you have filled out the registration form, click the **Continue** button.



You will be asked to confirm your registration and have the ability to edit the information. To edit, click the **Edit** button. You will be directed back to the **Grantor Registration** screen and will be required to enter your password again. To confirm your registration, click the **Submit** button.



You will receive a confirmation message that you are successfully registered. Click the **Continue** button.



Your Agency POC will receive the following email notifying that you have registered with their agency. The POC will assign you the appropriate roles.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]

Sent: Wednesday, July 17, 2013 11:59 AM

To: Agency POC

Subject: Grants.gov New User Enrolled

Dear Agency POC, Agency Name:

A new Grants.gov user, John Doe, has enrolled in your agency. If you have any questions please contact your Program Advisor at Grants.gov.

Thank you.

Grants.gov

If you need assistance please contact the Grants.gov Program Advisor assigned for your specific agency.

http://www.grants.gov/web/grants/outreach/program-management-office.html

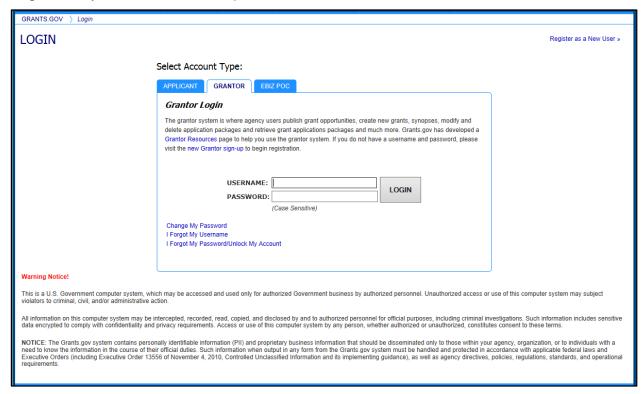
PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

# **Grantor Login**

The Grantor must log in to access Grant-making functionality. To log in, click on the **Login** link in the upper-right of the Grants.gov Global Banner.



The **Login** screen will appear, and you will need to select the Grantor account type tab. Log in with your username and password to continue.



After successfully logging in, you will be directed to the **Grantor Center** screen. Based on your assigned roles, the Grantor function links will display on the left-hand side of the screen. The figure below displays the **Grantor Center** screen for a Grantor without any assigned roles.

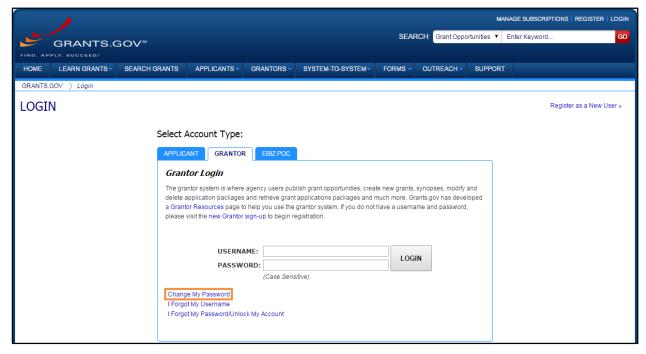


This figure displays the **Grantor Center** screen for a Grantor who has all assigned roles. This Grantor can view and access the reports for Recently Published Opportunities, Recently Closed Opportunities, and Recently Submitted Applications.



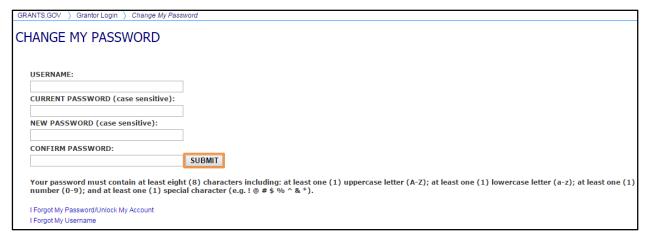
### **Change My Password**

Grants.gov requires you to update your password every 60 days. If you want to update it before the 60 days, you can do so from the **Grantor** tab of the **Login** page. Click on the **Change My Password** link.



If you are logged into the system, you can also update your password by clicking on the **Change Password** link in the upper-right corner of the Global Banner.

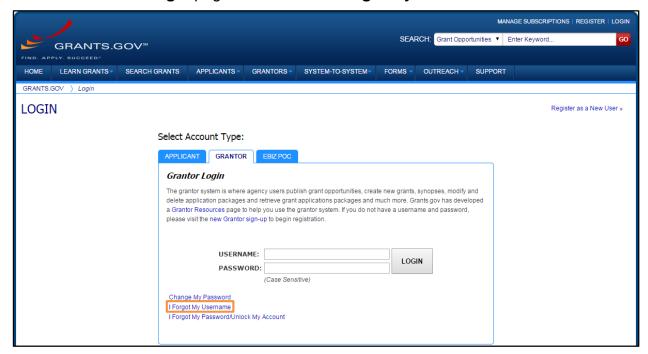
Both links will direct you to the **Change My Password** screen. You will be prompted to enter your username, current password, new password, and confirm the new password. Then click the **Submit** button.



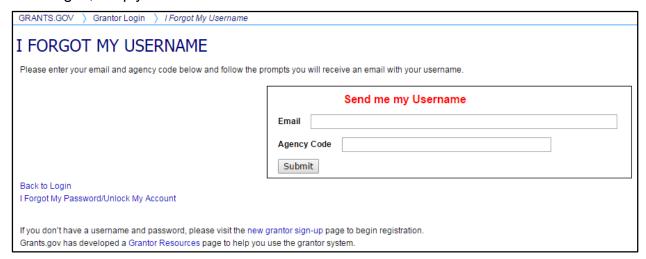
Once you have successfully changed your password, you will receive a message "Your password has been changed successfully. This password is valid for the next 60 days and will expire if you do not change it before the expiration date." You will also receive an email notification of your password change.

### I Forgot My Username

In the event that you forget your username, you can obtain your username from the **Grantor** tab of the **Login** page. Click on the **I Forgot My Username** link.



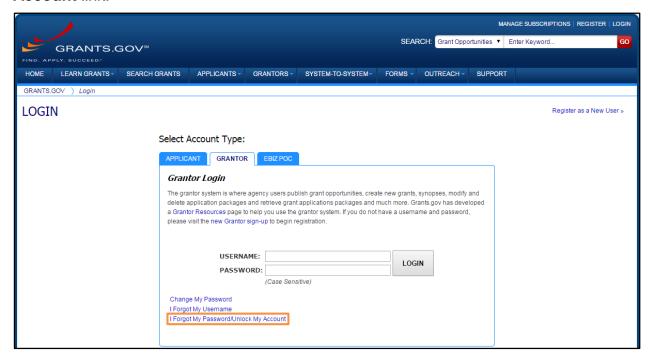
You will be directed to the **I Forgot My Username** screen. You will be prompted to enter the Email and Agency Code you used when you registered with Grants.gov. Once you have entered the email and Agency Code you used when you registered with Grants.gov, simply click the **Submit** button.



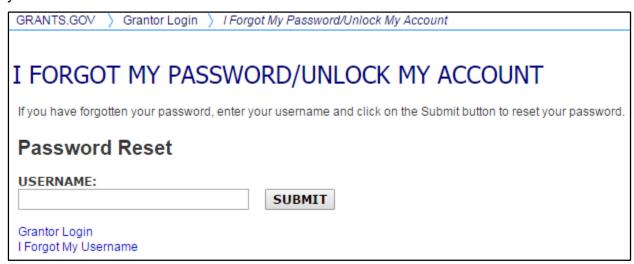
After clicking the **Submit** button, you will see a message stating "An email was sent to your mailbox." Check the email account associated with your Grants.gov username to confirm you received the email with your username in it.

# I Forgot My Password/Unlock My Account

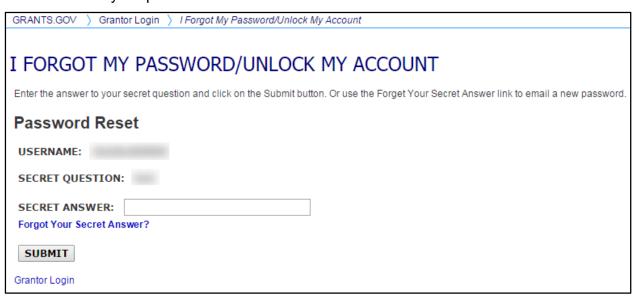
In the event that you forget your password, you can obtain a new password from the **Grantor** tab of the **Login** page. Click on the **I Forgot My Password/Unlock My Account** link.



You will be directed to the I Forgot My Password/Unlock My Account page. Enter your username and click the Submit button.



You will be directed to the page to reset your password. Enter the answer to your secret question that you created when you registered your account. Then click the **Submit** button to reset your password.

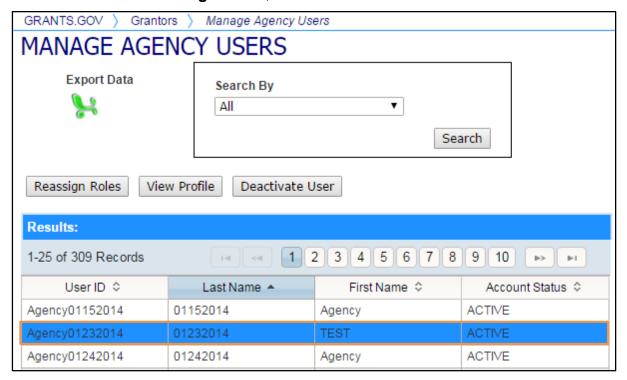


Once your answer is validated, you will be directed to enter a new password. Enter a password and then enter it again in the confirm password field and click the **Submit** button to save the new password.



# **Managing Agency Users**

Grantors with the appropriate roles can reassign roles, view a user profile, and deactivate agency users. To manage agency users, from the Grantor menu or the Grantor Center page, select the **Manage Agency Users** link. Use the **Search By** box to search and view a list of your agency users. This screen displays the users currently registered with the agency that you represent. Click on the row of the specific user and this will enable the **Reassign Roles**, **View Profile** and **Deactivate User** buttons.



# **Reassigning Roles**

To reassign user roles, select the row of the specific user. Then click the **Reassign Roles** button. You will be directed to the **Reassign User Roles** screen.



The **Remaining Roles** field lists the roles that have not been assigned to the user. The **Current Roles** field lists the roles which are currently assigned to the user.